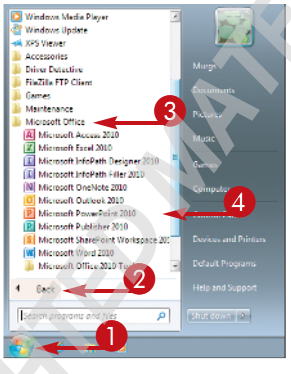
Start and Exit Office Applications

Before you can begin working with a Microsoft Office program, you must open the program. Then, when you finish your work, you can close the program. If applicable, you can save your work before exiting a program completely.

Start and Exit Office Applications

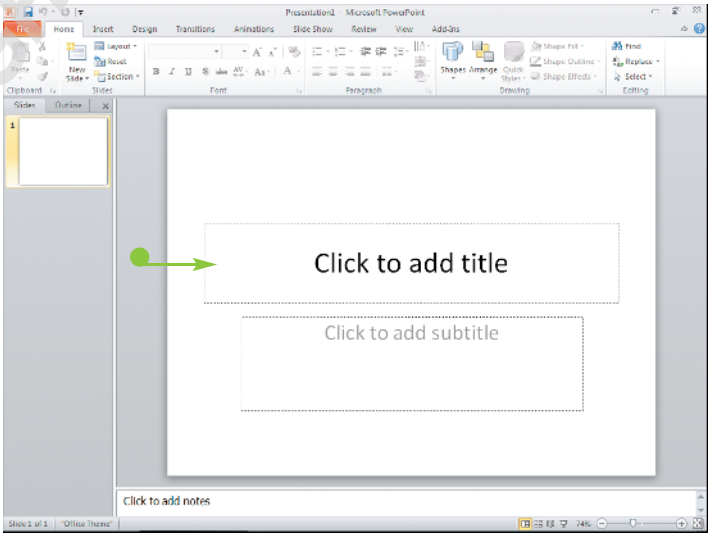
Start an Office Application



1. Click **Start**.
2. Click **All Programs**. The All Programs menu option changes to a Back menu option.
3. Click **Microsoft Office**.
4. Click the name of the program that you want to open.

- The program that you selected opens in a new window.

Note: *See the next section to learn how to identify different areas of the program window.*



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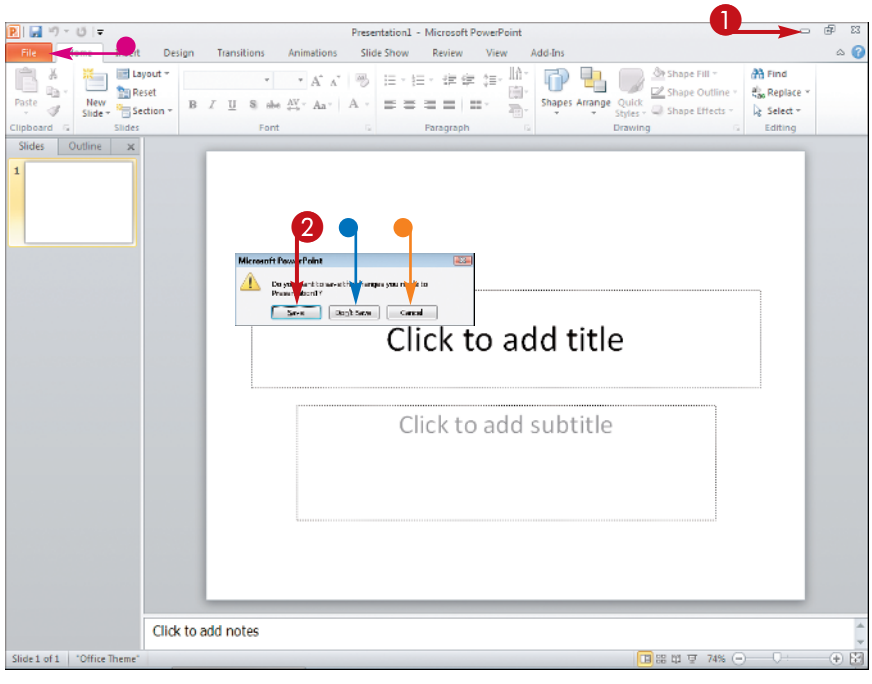
Exit an Office Application

1. Click the **Close** button ( ).
   - You can also click the **File** tab and then click **Exit**.

   If you have not yet saved your work, the program prompts you to do so before exiting.
2. Click **Save**.

   The program window closes.
   - If you click **Don't Save**, the program closes without saving your data.
   - If you click **Cancel**, the program window remains open.



TIP

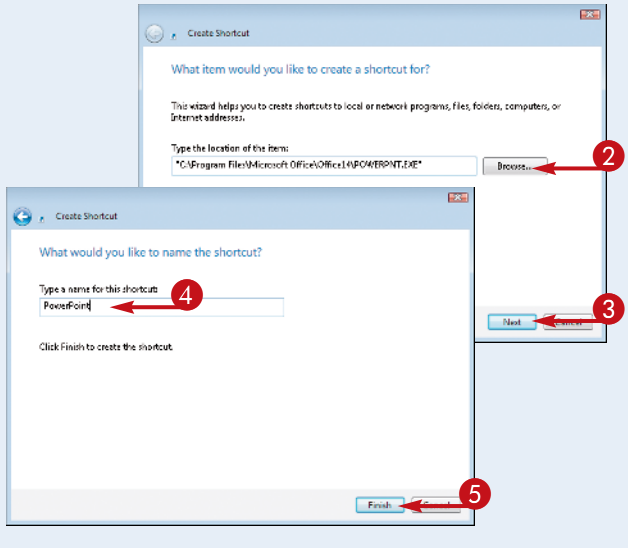
Can I create a shortcut icon for an Office application?

Yes. You can create a shortcut icon that appears on the Windows desktop. Whenever you want to open the program, you can simply double-click the shortcut icon. Follow these steps to create a shortcut icon:

1. Right-click over a blank area of the desktop and click **New** and then **Shortcut**.

   The Create Shortcut dialog box appears.
2. Click **Browse**, navigate to the Office program, click the filename, and click **OK**.
3. Click **Next**.
4. Type a name for the shortcut.
5. Click **Finish**.

   The new shortcut icon appears on the desktop.


Create Shortcut
What item would you like to create a shortcut for?
Type the location of the item:
Browse...
Next
What would you like to name the shortcut?
Type a name for this shortcut:
PowerPoint
Click Finish to create the shortcut.
Finish

Navigate the Program Windows

All Office programs share a common appearance and many of the same features, such as a Ribbon, a Quick Launch toolbar, and scroll bars. When you learn your way around one Office program, you can easily use the same skills to navigate the others. If you are new to Office, you should take a moment and familiarize yourself with the types of on-screen elements that you can expect to encounter.

Title Bar

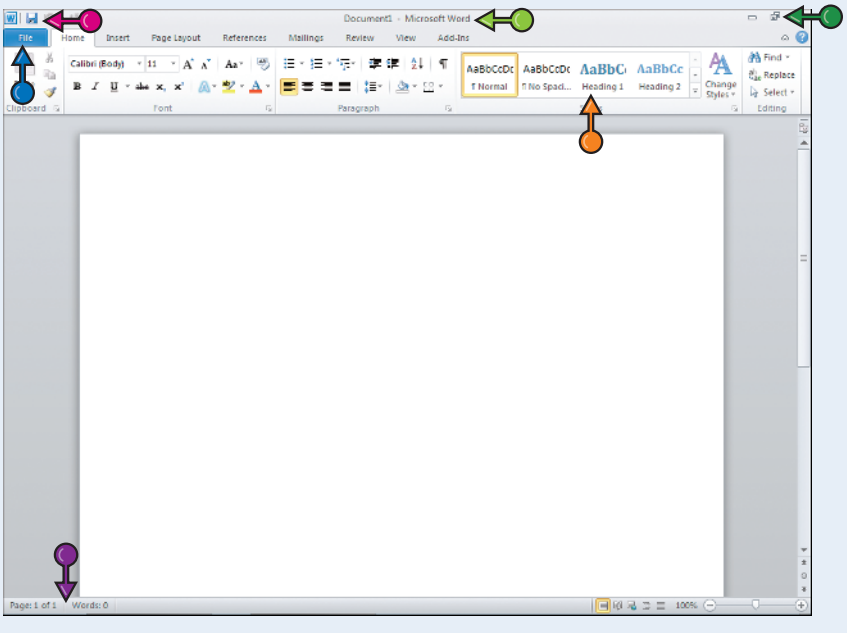
Displays the name of the open file and the Office program.

Quick Access Toolbar

Displays quick access buttons to the Save, Undo, and Redo commands.

File Tab Menu

Click to display a menu of file commands, such as New and Open.



Ribbon

Displays groups of related commands in tabs. Each tab offers buttons for performing common tasks.

Status Bar

Displays information about the current worksheet or file.

Program Window Controls

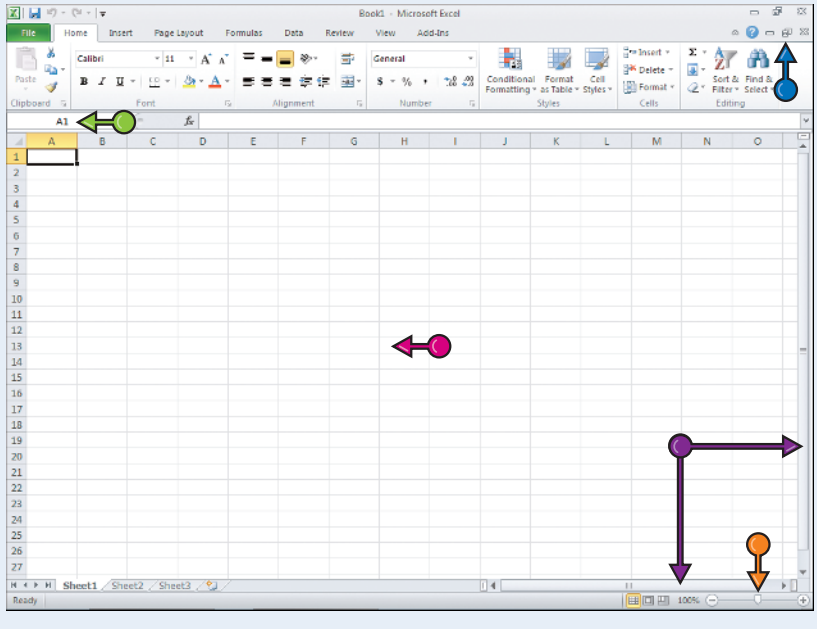
Use these buttons to minimize the program window, restore the window to full size, or close the window.

Formula Bar

This appears only in Excel. Use this bar to type and edit formulas and perform calculations on your worksheet data.

Work Area

The area where you add and work with data in a program. Depending on the Office program, the work area may be a document, a worksheet, or a slide.



Document Window Controls

Use these buttons to minimize or restore the current document within the program window.

Zoom Controls

Use this feature to zoom your view of a document.

Scroll Bars

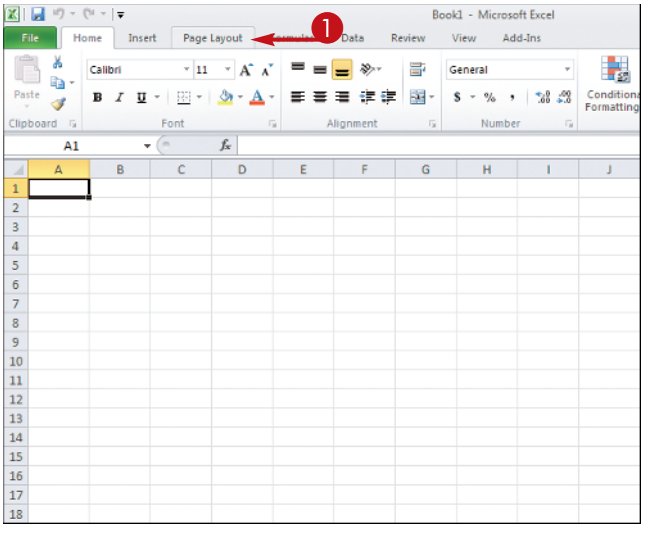
Use the vertical and horizontal scroll bars to scroll through the item shown in the work area, such as a document or worksheet.

Work with the Ribbon

Instead of the menus and toolbars found in earlier versions of Office, Office 2010 features the Ribbon, which offers an intuitive way to locate commands. The Ribbon is grouped into tabs, and each tab holds a set of related commands. (Some tabs appear only when needed, such as when you are working with a particular object in a document.)

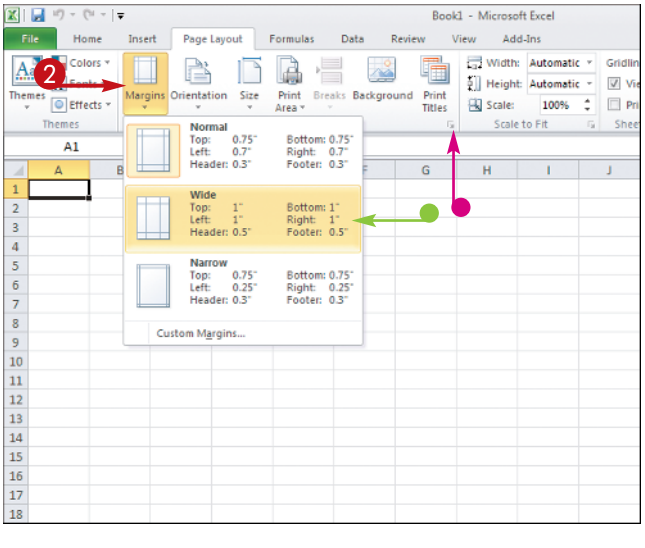
Work with the Ribbon

Use the Ribbon



1. Click a tab.

   The tab organizes related tasks and commands into logical groups.



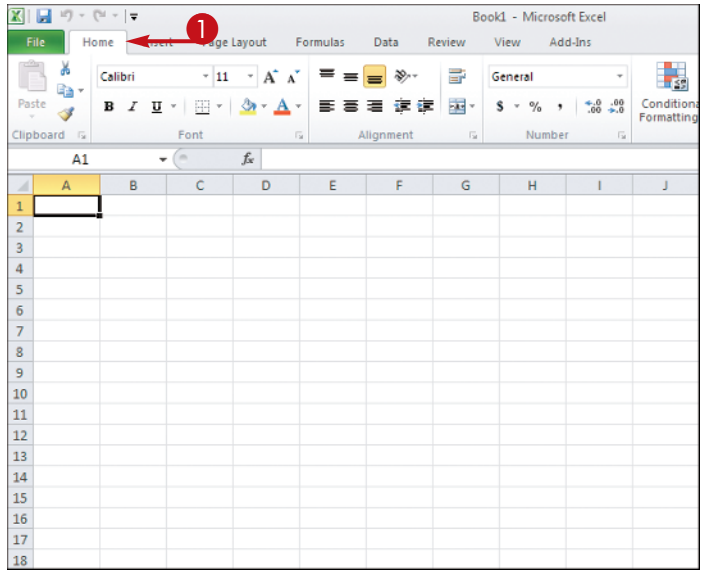
2. Click a button to activate a command or feature.

- Buttons with arrows display additional commands.
- With some groups of commands, you can click the corner group button (⧉) to display a dialog box of additional settings.

  When you position the mouse pointer over Live Preview options on the Ribbon, you see the results in the document before applying the command.

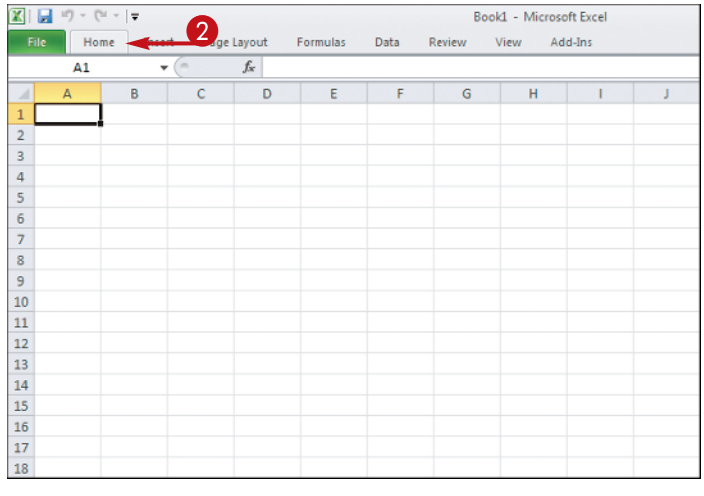
Minimize the Ribbon

1. Double-click a tab name.



The Ribbon is minimized.

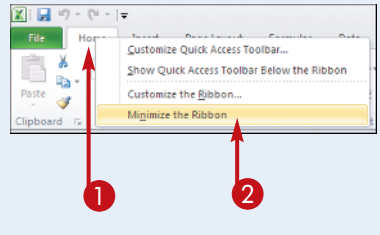
2. Double-click the tab name again to maximize the Ribbon.



TIP

Is there a way I can keep the Ribbon minimized?

Yes. You can keep the Ribbon minimized and click a tab when you need to use a command. Follow these steps:

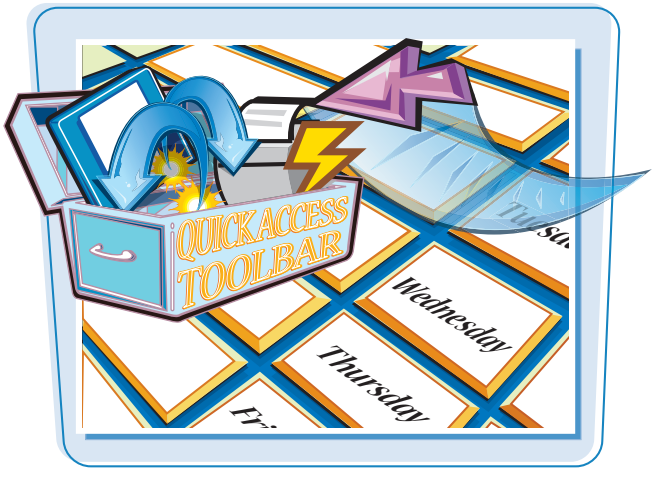


1. Right-click a tab on the Ribbon.
2. Click **Minimize the Ribbon**.

The program's Ribbon is minimized at the top of the screen.

To use a Ribbon while it is minimized, simply click the tab containing the tools that you want to access to reveal it.

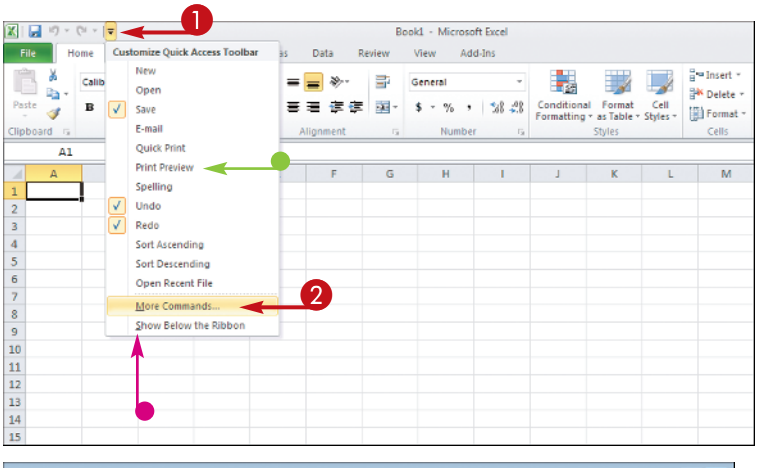
Customize the Quick Access Toolbar



The Quick Access toolbar, located in the top left corner of the program window, offers quick access to the Save, Undo, and Redo commands. If you want, you can customize this toolbar to include other commands, such as the Quick Print command or another command you use often. You can also choose to display the toolbar above or below the Ribbon.

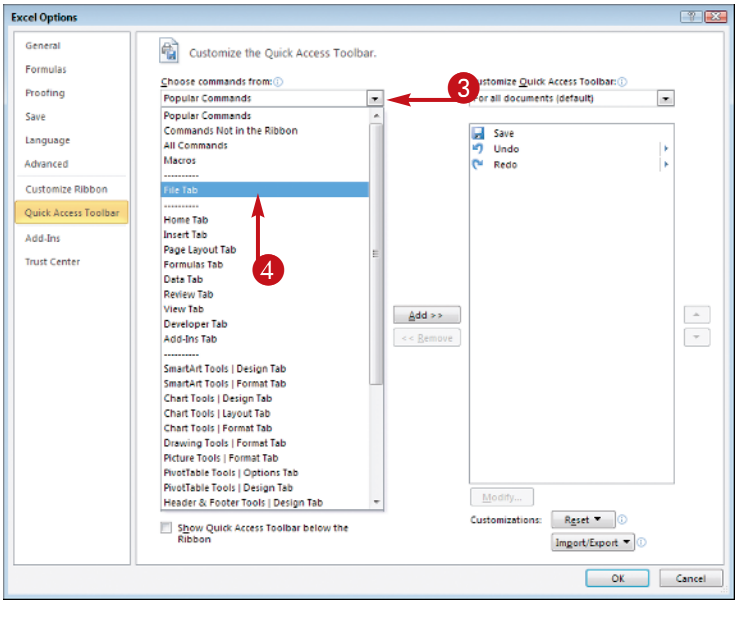
Customize the Quick Access Toolbar

1. Click the **Customize Quick Access Toolbar** button ( ).
2. Click **More Commands**.
   - You can click any of the common commands to add them to the toolbar.
   - You can click **Show Below the Ribbon** if you want to display the toolbar below the Ribbon.



The Options dialog box opens with the Customize options displayed.

3. Click the **Choose commands from** .
4. Click a command group.



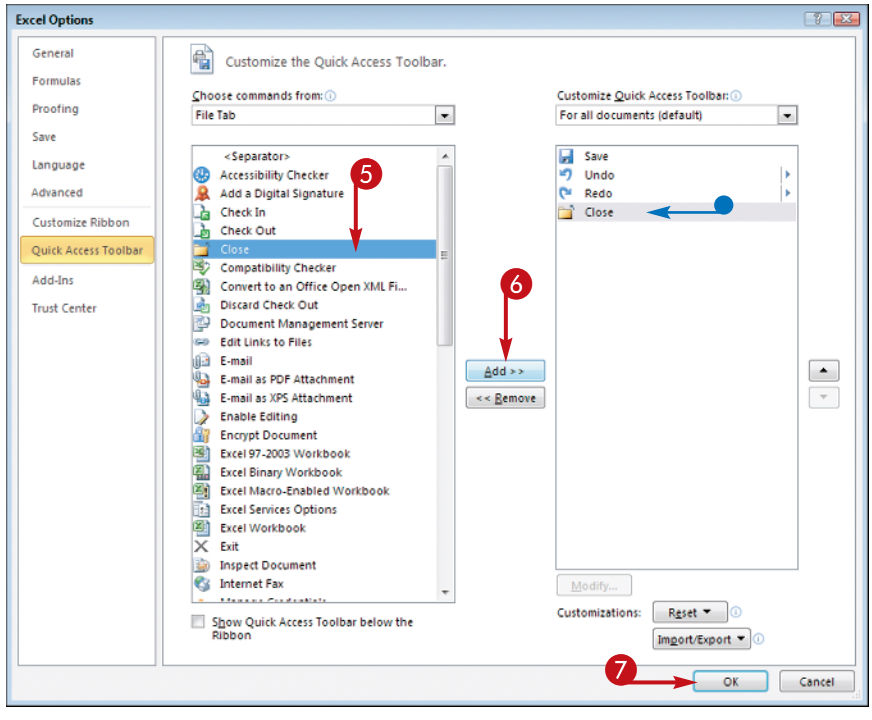
5 Click the command that you want to add to the toolbar.

6 Click the **Add** button.

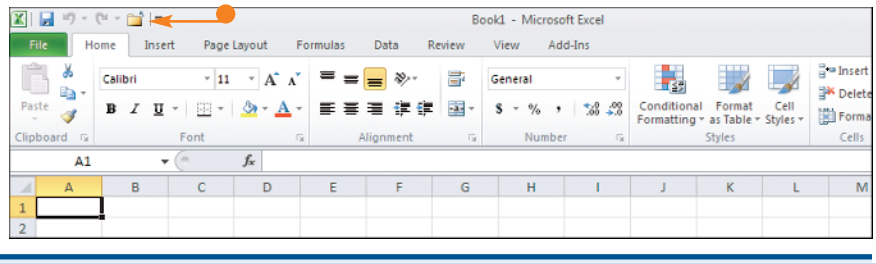
- Office adds the command.

You can repeat Steps **3** and **6** to move additional buttons to the toolbar.

7 Click **OK**.



- The new command appears on the Quick Access toolbar.



TIPS

How do I remove a button from the Quick Access toolbar?

To remove a command, reopen the program's Options dialog box by following the steps in this section, click the command name in the list box on the right, click the **Remove** button, and click **OK**. The button no longer appears on the toolbar.

Are there other ways to customize the Quick Access toolbar?

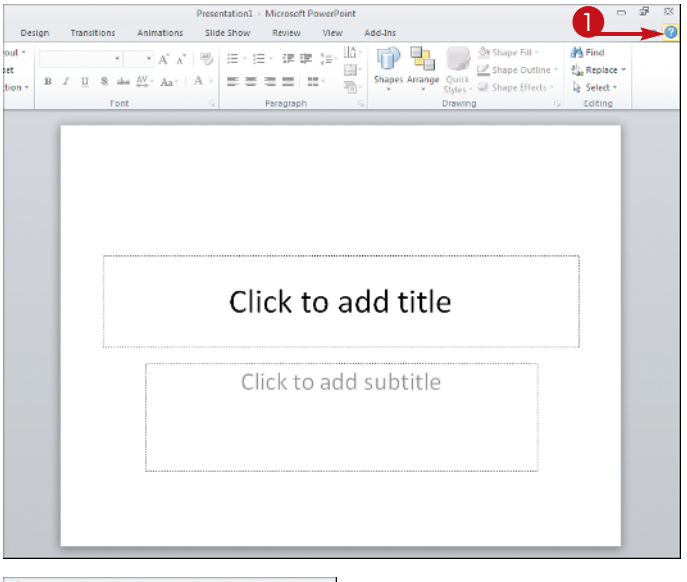
Yes. You can add commands to the toolbar directly from the Ribbon. Simply click the tab containing the command that you want to add, right-click the command, and then click **Add to Quick Access Toolbar**. The command is immediately added as a button on the toolbar.

Find Help with Office

You can use the Office Help tools to assist you when you run into a problem or need more information about a particular task. The Help window offers tools that enable you to search for topics that you want to learn more about. With an Internet connection, you can access Microsoft's online help files for even more information.

Find Help with Office

1. Click the **Help** button ( ).



   The Help window opens.

2. Type a word or phrase that you want to learn more about.

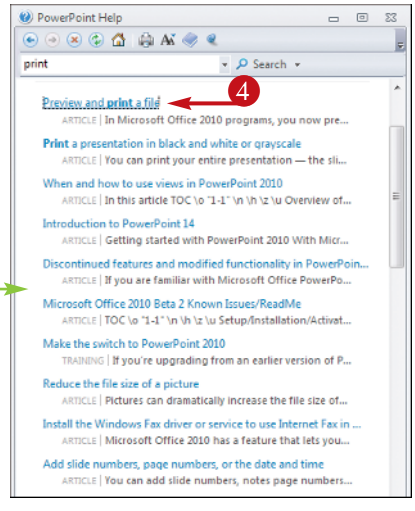
3. Click the **Search** button.

   You can also press Enter to start the search.

Note: *You must be connected to the Internet to access Microsoft's online help files.*

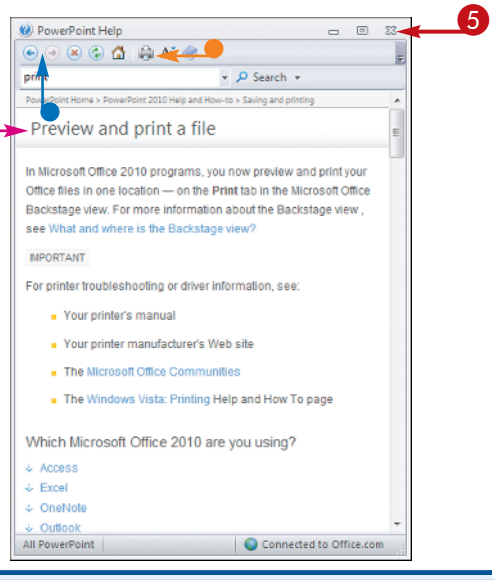
- The results window displays a list of possible matches.

4 Click a link to learn more about a topic.


PowerPoint Help
print
Search
4
Preview and print a file
ARTICLE | In Microsoft Office 2010 programs, you now pre...
Print a presentation in black and white or grayscale
ARTICLE | You can print your entire presentation — the sli...
When and how to use views in PowerPoint 2010
ARTICLE | In this article TOC \o "1-1" \n \h \z \u Overview of...
Introduction to PowerPoint 14
ARTICLE | Getting started with PowerPoint 2010 With Micr...
Discontinued features and modified functionality in PowerPoin...
ARTICLE | If you are familiar with Microsoft Office PowerPo...
Microsoft Office 2010 Beta 2 Known Issues/ReadMe
ARTICLE | TOC \o "1-1" \n \h \z \u Setup/Installation/Activat...
Make the switch to PowerPoint 2010
TRAINING | If you're upgrading from an earlier version of P...
Reduce the file size of a picture
ARTICLE | Pictures can dramatically increase the file size of...
Install the Windows Fax driver or service to use Internet Fax in ...
ARTICLE | Microsoft Office 2010 has a feature that lets you...
Add slide numbers, page numbers, or the date and time
ARTICLE | You can add slide numbers, notes page numbers...

- The Help window displays the article, enabling you to read more about the topic.
- You can use the **Back** and **Forward** buttons (and) to move back and forth between help topics.
- You can click the **Print** button ( ) to print the information.

5 Click to close the window.


5
PowerPoint Help
print
Search
Preview and print a file
In Microsoft Office 2010 programs, you now preview and print your Office files in one location — on the Print tab in the Microsoft Office Backstage view. For more information about the Backstage view, see What and where is the Backstage view?
IMPORTANT
For printer troubleshooting or driver information, see:
Your printer's manual
Your printer manufacturer's Web site
The Microsoft Office Communities
The Windows Vista: Printing Help and How To page
Which Microsoft Office 2010 are you using?
Access
Excel
OneNote
Outlook
All PowerPoint
Connected to Office.com

TIPS

Can I use the Help feature if I am offline?

Yes. You can still access the help files that are installed with the program. However, the online resources offer you more help topics, as well as links to demos and other help tools.

Where can I find a table of contents for the help files?

You can click the **Home** button ( ) on the Help window's toolbar to quickly display the table of contents for the Office program that you are using. You can click a help category to display subtopics of help information. You can click an article to view more about a topic. Many articles include links to related articles.